

**Instructions to Hiring Officials
For Initiating Pre-employment Suitability Inquiries (PSIs)**

- The tentatively selected applicant is required to complete the SF 86 “Questionnaire for National Security Positions” or SF 85P “Questionnaire for Public Trust Positions”, OF 306 “Declaration for Federal Employment”, and SF 87 (Fingerprint Cards).
- The hiring official should complete the Housing and Urban Development/Office of Inspector General Request Form.
- Fax the SF 85P or SF 86 and the Request Form to:

ChoicePoint
Attention: Tammie Stewart
(866) 232-1231

If you have problems with the fax transmission, phone Tammie at (800) 749-9554 extension 342.

Drug Tests - For Office of Investigation selected applicant:

A pre-employment drug test must be performed within 48 hours. The selected applicant is to take a Chain of Custody and instruction sheet to a local listed collection site for drug testing. The selected applicant should read the Drug Test Acknowledgment Form, complete, sign page 3, and return with the hiring packet.

Medical Exams - For all Criminal Investigators selected applicants:

The selected applicant must contact Jeanette, Federal Occupational Health (FOH), at (301) 594-4887 or fax to (301) 594-4991 to schedule a pre-employment physical. Provide the following information:

- the applicant’s name;
- city and state applicant resides;
- applicant’s work, home, and cell phone numbers.

After faxing the information to Choice Point, please mail the original forms listed below to the:

Bureau of the Public Debt
ARC Security – room 201-1
200 Third Street
Parkersburg, WV 26101

- ☐ [HUD/OIG Request form](#);
- ☐ [SF85P \(Questionnaire for Public Trust Positions\)](#) or [SF86 \(Questionnaire for National Security Positions\)](#);
- ☐ [OF 306 \(Declaration for Federal Employment\)](#);
- ☐ SF 87 (Fingerprint Cards);
- ☐ [Drug Acknowledgment form](#) (if applicable); and a
- ☐ Copy of resume

If you have questions or comments, please phone Sheryl Smith at (304) 480-7363, Sandy Wagner at (304) 480-7992, or Ted Mowrer at (304) 480-7509.